



Leiden University College Financial Support Programme

Criteria, required documents and conditions

Criteria

LUC Financial Support is awarded on the basis of the criteria stated below. Be aware that due to limited funds, financial support cannot be awarded to all candidates who meet these criteria.

- Financial support applications are assessed on a competitive basis. As this is a need-based programme, we look at demonstrated need first, while merit-based aspects (academic excellence and motivation) are taken into account when the number of applications exceeds the possibilities of the financial support budget. We look at the following, in order of importance:
 - Strong evidence of financial need supported by documentation and a clear and realistic budget overview. Applications that do not convincingly demonstrate financial need, and applications that show an unrealistic budget or no budget at all, will not be considered.
 - Demonstrated active attitude towards covering the costs of studying yourself, such as with savings, study loans, other grants or scholarships, family donations, income from side jobs, etc.
 - A motivation letter explaining why you need financial support, and what you have done or plan to do to cover the costs of studying yourself.
 - Whether you are the first in your family to pursue higher education.
- You will be unlikely to receive support if your parents' combined income is higher than 45,000 Euro gross per year while you have EU/EEA nationality and are the only child in your family enrolled in higher education.
- You will be unlikely to receive support if your financial need is so high that even with the maximum support that LUC can offer, it will not be feasible for you to attend an LUC Bachelor's Programme.
- Applicants are encouraged to apply regardless of the amount of their financial need, however neither applying nor qualifying for financial support guarantees that the amount asked for will be awarded. LUC will decide how much financial support is awarded to each applicant. The intention is to help as many students as possible.

Required documents

In your online scholarship application (in uSis), please upload the following documents to support your application:

1. Motivation letter – max one A4

Prepare a motivation letter in which you describe your financial situation and your need for financial support. Include any additional information that will help us to understand your situation, for example family circumstances, whether you are the first person in your family to go to university and other ways in which you are trying to fund your studies. Please be frank and realistic.

2. Annual financial plan – using [this template](#)

- Use excel to add up all figures correctly

- All amounts must be calculated on an annual basis
- All amounts must be in Euros. If any supporting documents are not in Euros, convert the amounts to Euros and state the conversion rate.
- The spread sheet is divided into three part:
 - **Income:**
 - Parent/guardian contributions, loans, scholarships, grants, savings, own income, etc.; rent subsidy, health insurance subsidy, etc.
 - State explicitly if there are any sources of income that are not yet confirmed, e.g. if you are awaiting a decision on other grant/loan applications.
 - Do **not** include the LUC financial support you are hoping to receive.
 - At the end, add up all income to provide a total amount.
 - **Expenses:**
 - Tuition, room rent, groceries, insurances (health & third party liability), study materials, clothes and personal care, transport, and social activities.
 - At the end, add up all expenses to provide your total annual expenses.
 - **LUC financial support:**
 - In this section, the amount of funds you hope to cover with LUC financial support will appear, i.e. income minus expenses.

3. Additional supporting documentation

Provide as much documentary evidence as possible to support your application, for example:

- Document(s) showing your parent/guardian's annual salary, e.g. statements from employers or tax returns.
- Grant letters, decision letters on student loans.
- If you are eligible for Dutch student finance (via DUO): relevant decision(s) on your student finance request from DUO. If this is not yet available, upload instead a screen shot of the DUO online calculation tool.
- Blank out any personal/confidential information that is not required for your application e.g. bank account numbers.

Inaccurate or fraudulent information

If any financial information submitted to LUC is later discovered to be inaccurate or fraudulent, your financial support will be revoked and you will be required to **repay the total amount** of LUC financial support already received.

Conditions for recipients

LUC ambassador

Recipients of financial support are important ambassadors for LUC, the financial support programme and the LUC Foundation. As a recipient, you will be expected to participate in activities with LUC alumni, donors and sponsors, and to cooperate with the promotion of the LUC Foundation whether online or in person. We very much appreciate your help!

Changes in situation

Recipients are obliged to inform LUC of any of the following changes in their situation as soon as they occur, by sending a mail to: financial.support@luc.leidenuniv.nl:

- Changes in financial situation; for example if you accept a paid job, if your parent finds employment with a higher salary, or if you have been awarded another scholarship, loan, grant, or subsidy.
- Changes in your academic progress, including credit shortages or leaves of absence.

Changes of this nature may affect the amount of financial support you receive. If you fail to inform LUC of any such changes, your financial support may be discontinued and you may have to repay total amount of the financial support received that academic year.

Continuing support for LUC

LUC financial support is a gift not a loan. However, LUC alumni who benefited from financial support are strongly encouraged to become donors themselves as soon as their circumstances allow. Even if you contribute only a small monthly amount after starting your career, you can help pay it forward and enable others to attend LUC just as you did. For more information about donating to our [LUC fund programme](#).